Ollscoil na Gaillimhe
University of Galway

CT 3112 - PROFESSIONAL SKILLS – TOPIC 1: COMMUNICATION SKILLS

Effective Presentation skills – Preparation and planning. Questions to consider: where, when, what and how

Dr Natalia Resende

University *of* Galway .i e

Where will you deliver your presentation?

- Small room or lecture/conference hall
- Familiar setting or new
- Formal or less formal

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Where will you deliver your presentation?

Additional considerations:

- Layout
- Seating arrangements
- Amenities
- Air/heat/lights
- Facilities & equipment
- Audio/visual equipment
- Parking

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When

If you have a choice of when to give your presentation - consider the following points

- Morning
- Afternoon
- Evening/Weekend

Always find out how long you have to present

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What do you want/need to present?

- Knowledge analysis
- It is the subject/main content of your presentation
- Comes from the objective

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What do you want/need to present?

Will your presentation be...

- An overview
- A basic introduction
- The development of an existing idea
- or a presentation of something new
- ' show progress, present results, introduce an idea etc.

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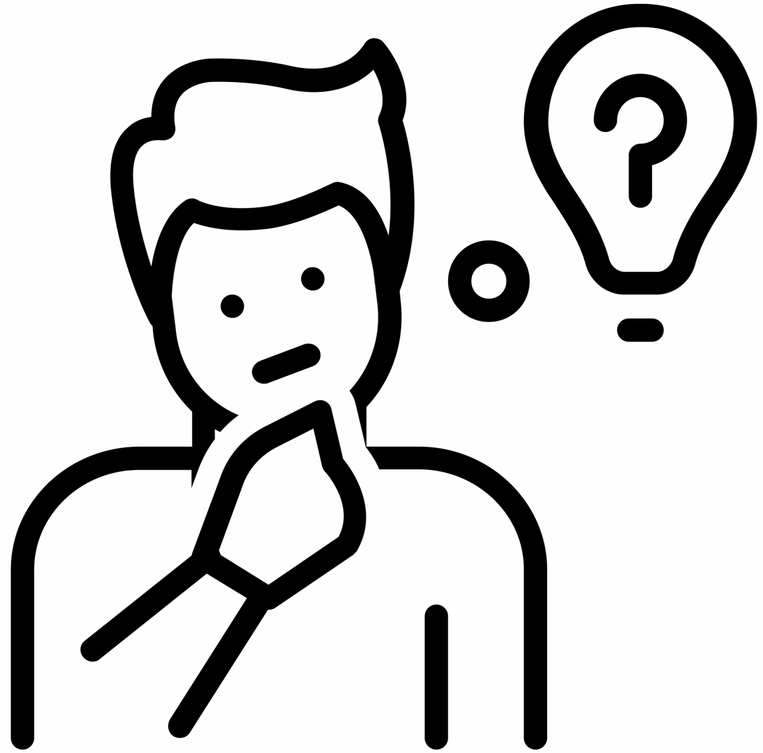
What do you want/need to present?

When preparing your material also consider:

- Must knows
- Should knows
- Nice to knows



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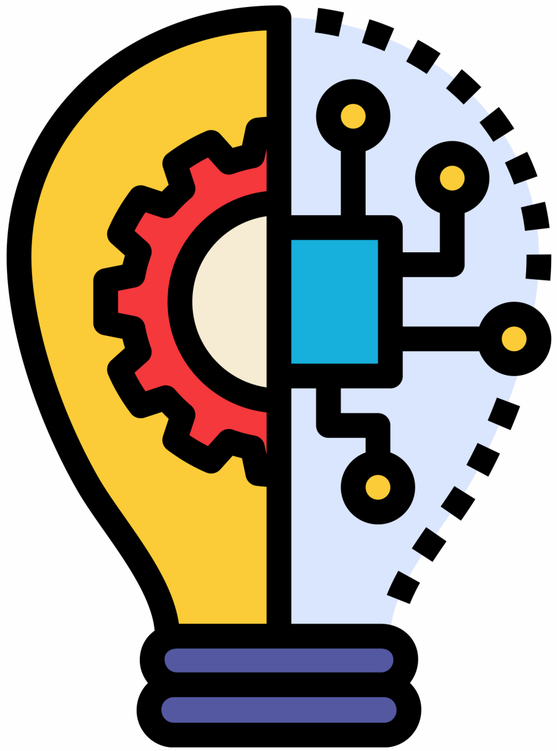
How

- Structure
- Technology
- Visual aids – PowerPoint, overhead projector slides, flipchart or whiteboard
- Audio aids - Microphone



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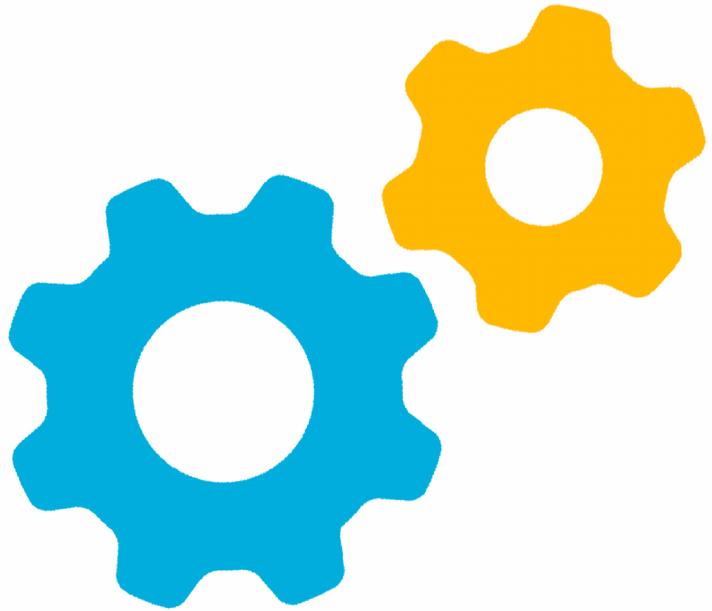
How

Equipment available

Delivery Technique

- Voice
- Movement – podium or space to move
- Appearance



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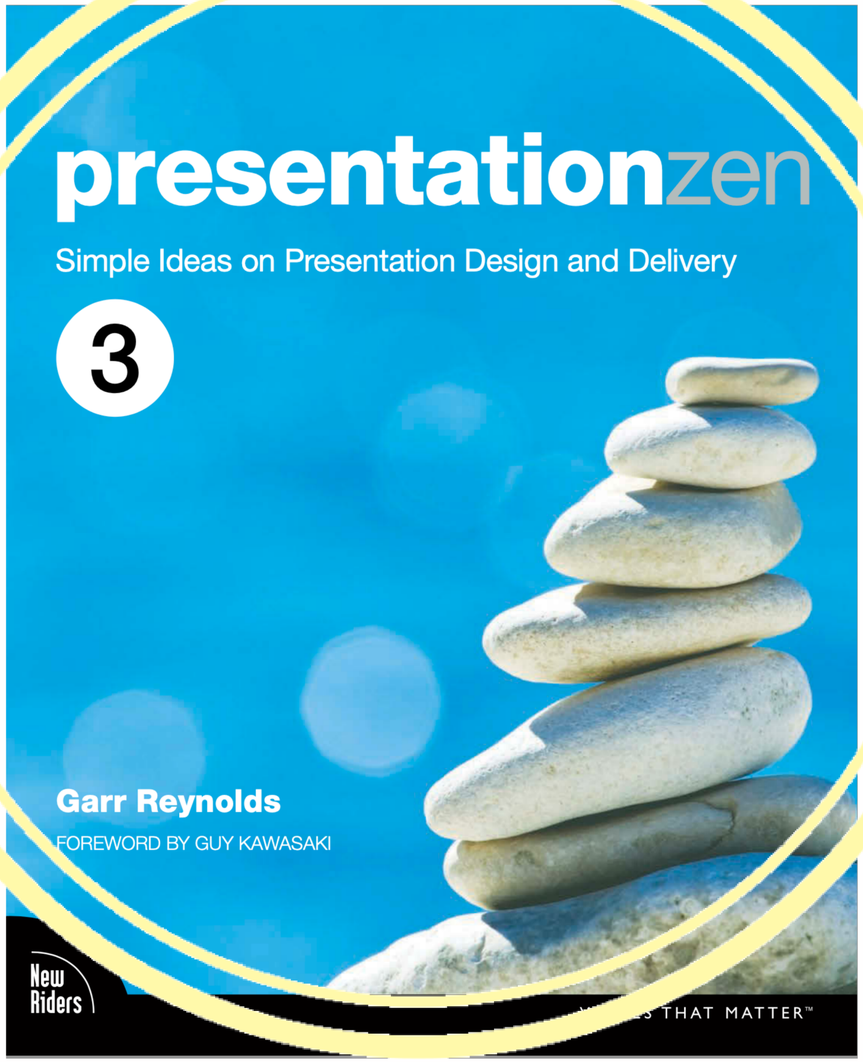
presentationzen
Simple Ideas on Presentation Design and Delivery
3
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LET'S GET
STARTED

Brainstorm

“The best way to have a good idea is to have a lot of ideas.” Linus Paulling

Grouping and identifying the core

Storyboarding off the computer

Sketch your visuals

Storyboarding on the computer